

Request for Proposals

To Provide

Workforce Investment Act
Adult, Dislocated Worker and Youth Services

For
The Joint Workforce Investment Board and the South Central Region 8
Workforce Board, Inc.
in
Economic Growth Region 8

Services to be Delivered

July 1, 2012 – June 30, 2014

RFP Issue Date: December 9, 2011

Key Dates:

Mandatory Letter of Intent Due December 20, 2011
Written Questions Due January 3, 2012
Answers to Questions Issued January 5, 2012
Proposal Due Date: 4:00 PM EST, January 19, 2012
Award Announced: February 9, 2012
Contract Begins: July 1, 2012

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I. Background and General Information

- A. The Joint Workforce Investment Board (JWIB) on behalf of the South Central Region 8 Workforce Board, Inc. (hereinafter the Board) issues this Request for Proposals (RFP) to procure a single service provider of Adult, Dislocated Worker and Youth services under the provisions of the Workforce Investment Act. The Board intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of high quality, innovative proposals that meet the workforce development needs of the regional community at large.
- B. The resulting contract with the successful bidder will be for a two-year period, July 1, 2012 to June 30, 2014. Based on performance, the Board may renew the contract for an additional year, July 1, 2014 to June 30, 2015. The form of the contract will be cost-reimbursement.
- C. The South Central Economic Growth Region 8 consists of Owen, Monroe, Brown, Greene, Lawrence, Daviess, Martin and Orange counties. There are full-service WorkOne Centers in Bloomington, Bedford and Linton. There are WorkOne Express Sites in Brown, Daviess, Martin, Orange, and Owen Counties. The successful bidder will provide Adult, Youth and Dislocated Worker programs in all eight counties in Economic Growth Region 8 effective July 1, 2012.
- D. The Board is seeking interested and qualified entities able to provide innovative, high quality services to adults, dislocated workers and youth. The proposed services must meet the specifications of this RFP. The Board anticipates contracting with an entity that is familiar with WIA programs. The organization selected should demonstrate the characteristics listed below.
 - Competent management with vision
 - Customer service oriented staff
 - Cooperative management and staff
 - Commitment to an integrated service delivery model
 - Willingness to partner with others
 - Flexibility and ability to adapt to change
 - Expertise in delivery of WIA service
 - Data Integrity
 - Creativity
- E. Funds available under this Request for Proposal are estimated to be approximately \$2,000,000 for Program Year 2012 (PY'12). The Department of Workforce Development (DWD) has not finalized allocations by Region nor has Congress determined WIA funding levels.
- F. Funding will vary, depending upon final allocations, number of participants to be served, services proposed and negotiated. Bidders must serve Adults, Youth and

Dislocated Workers in all eight counties in the Region. The Board will ensure that services are provided equitably in all the counties in the Region.

- G. The Board reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of the Board and Region 8. The proposal process is competitive and follows government procurement rules.
- H. The Workforce Investment Act of 1998 (WIA, Public Law 105-220) provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The Board envisions a system that meets the needs of residents and businesses alike. The goal of programs under the Act is to increase employment, job retention, and earnings and develop the work potential of the residents of Region 8.
- I. This Request for Proposals is not in itself an offer of work nor does it commit the Board to fund any proposals submitted. The Board is not liable for any costs incurred in the preparation or research involved in the development of proposals.
- J. Successful bidders must negotiate the proposal before the Board will make any final commitment.
- K. All commitments made by the Board are contingent upon the availability of funds and the Board reserves the right to award an amount less than the total funds available for bid contained in this RFP; and
- L. The Board assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Board also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the Board makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer / program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
- M. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.
- N. Funds available for bid are intended to result in contracts for services in Region 8 for adult, youth and dislocated workers.
- O. Bidders should note that under the requirements of the Freedom of Information Act, the contents of your proposal or other information submitted to the Board is

subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and not binding on the Board. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, the Board will advise the bidder and request further justification in support of the "proprietary" marking. If the Board determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

- P. The Board will authorize the Region 8 Regional Operator to negotiate a contract for the provision of programs arising from this RFP. The Regional Operator shall direct the negotiation and contracting process.
- Q. The specifications in this RFP may change based on issuance of State or Federal regulations or policy. The Region 8 Board and Regional Operator will work with the successful bidder to implement any changes required by the State or Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with the Board to comply with subsequent changes.
- R. By submitting a proposal the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if the Board awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The Board reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
- S. The successful bidder will be required to maintain a local management office within Region 8 for county office formal staff supervision and day-to-day management. This office may be located in one of the WorkOne or WorkOne Express offices.
- T. By submitting a proposal the bidder assures that it will provide additional services under additional grants such as a National Emergency Grant or other State or federally funded workforce programs granted to Region 8.
- U. The bidder assures that it will be the service provider and will not subcontract significant programmatic functions to other entities if awarded a contract to be the service provider in Region 8. Programmatic subcontracts require prior approval of the Regional Operator.

- V. The bidder assures that if awarded a contract by the Board, it will comply with Regional, State and Federal program and financial monitoring.
- W. Bidders are prohibited from contacting or discussing this RFP with board members of the South Central Region 8 Workforce Board, Inc. or the Joint Workforce Investment Board. Such contact will result in disqualification of the bid.

II. Proposal Requirements

- A. Proposals must be received by 4:00 P.M. EST, January 19, 2012 in person or by mail at the address indicated. Proposals received after that time and date will be rejected. Please note that proposals must be received not postmarked prior to this deadline. Printed copies of the proposal and an electronic copy must be submitted and proposals shall not be submitted by FAX.
- B. Submit four copies of your proposal on 8½”x 11” white bond. You may single space your proposal but margins must be at least an inch and font size must be no less than 11. One copy should be submitted unfolded and unstapled and marked “ORIGINAL.” In addition to printed copies of the proposal, please submit an electronic copy in Word via email to jbiddle@dwd.in.gov and corcoranjfc@msn.com. When submitting the electronic copy, please request a confirmation that your email has been received.
- C. Submit one copy of your most recent audit report. This report should be submitted separately. It is not part of the proposal.
- D. Attachment A, a proposal cover page, should be completed and used as the cover page for the proposal.
- E. Attachment B budget form needs to be completed with a one page budget narrative
- F. Attachment C program planning form needs to be completed.
- G. Attachment D Non-Collusion Affidavit needs to be signed and submitted.
- H. Attachment E Assurances and Certifications needs to be signed and submitted.
- I. Your response to the narrative section of the proposal is limited to no more than 30 pages. This page limitation is imposed for the sake of the reviewers of your proposal. This limitation does not include other sections of your proposal such as: Attachments A, B, C, D, E, the one page budget narrative, organizational charts and letters of agreement by partners. The Executive Summary will count toward the 30 page narrative limit.

- J. Proposals will be submitted “Return Receipt Requested.” If hand delivered, the deliverer must have a prepared receipt for signature and time/date. Faxed proposals will not be accepted. The transmitting envelope will be clearly marked “Region 8 Service Provider Proposal” and addressed to:

Jennifer Biddle, Planning Analyst
Indiana Department of Workforce Development
10 N. Senate Avenue
Indianapolis, IN 46204-2277
jbiddle@dwd.in.gov
317-232-7459

- K. Assemble your proposal using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in rejection of your proposal.

- ☐ Cover Page (Attachment A)
- ☐ Executive Summary
- ☐ Proposal Narrative
- ☐ Attachment B (budget)
- ☐ Budget Narrative (one page)
- ☐ Attachment C (Planned Service Levels)
- ☐ Attachment D (Non-Collusion Affidavit)
- ☐ Attachment E (Assurances and Certifications)
- ☐ Letter(s) of Agreement with partners
- ☐ Submit one copy of your audit report (separate from the proposal)

- L. All entities interested in submitting a proposal must submit a Letter of Intent no later than 4:00 PM EST December 20, 2011 to John F. Corcoran, South Central Region 8 Workforce Board. These letters must be received by December 20, 2011. Your Letter of Intent may be mailed, faxed or emailed to corcoranjfc@msn.com. The FAX number is 812-323-3415. The address is:

John F. Corcoran
South Central Region 8 Workforce Board, Inc.
2597 W. Vernal Pike
Bloomington, IN 47404

- M. Written questions regarding this RFP may be submitted in writing to John F. Corcoran, South Central Region 8 Workforce Board by FAX at 812-323-3415. You may also email questions to John at corcoranjfc@msn.com. All questions will be responded to, compiled and shared with all bidders that submitted a Letter of Intent to bid. Questions will be accepted up to 5:00 PM, January 3, 2012.

- N. An electronic copy of the RFP package is available online at www.southcentral8.org and www.in.gov/dwd/2476.htm.

- O. The questions and answers will be researched, compiled and emailed to all bidders submitting a Letter of Intent to bid on January 5, 2012.
- P. The Joint Workforce Investment Board, the South Central Region 8 Workforce Board and the Regional Operator will review proposals. Funding recommendations will be developed and provided to both Boards. Both Boards must approve all contract awards. An award decision is expected by February 9, 2012. Programs shall start July 1, 2012.

The proposal evaluation weights are specified in each section of the RFP. These weights are also listed below.

25% Background, Qualifications & Performance

35% Plan of Service

10% Staffing Plan & Organizational Chart

10% Partnerships & Coordination

20% Financial Management & Budget

- Q. Appeals/Complaints: Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by the Joint Workforce Investment Board and the South Central Region 8 Workforce Board, Inc. The decision of the JWIB in such situations shall be final. Bidders wishing to make a formal appeal should do so in writing to Jennifer Biddle, Planning Analyst, Indiana Department of Workforce Development, 10 N. Senate Ave., Indianapolis, Indiana 46204-2277.

III. Proposal Narrative

A. Organization Background, Qualifications, Performance History Proposal Evaluation 25%

The narrative of your proposal is limited to 30 pages. Please include a brief Executive Summary that allows the reader to understand key aspects of the bidding entity and the approach to providing the requested WIA services.

1. Profile the Proposing Organization

- a. What is the legal status of your organization?
- b. Describe your organization, the governance structure, length of existence, vision, mission, goals and major programs currently offered.

2. History of Similar Programs

- a. Proposals must include information to demonstrate that the provider has a record of success in operating similar workforce programs or projects. Describe your experience serving adults, dislocated workers and youth. Please outline all workforce programs operated during the last two years. Provide brief program descriptions, funding sources and performance information.
- b. Provide two references of individuals outside of your organization familiar with the quality of prior programs you have operated.
- c. If the organization has not provided past Workforce Investment Act programs, please outline programs that provided similar services in which you have been involved over the last two years.

B. Plan of Service Proposal Evaluation 35%

Note: Region 8 has implemented an integrated service delivery model. It may be helpful for bidders to review the Integration Plan that has been adopted for Region 8. A copy of this plan can be downloaded from the Regional Workforce Board's website at www.southcentral8.org. Copies of the Region 8 2011 Workforce Investment Act Plan and the Joint Workforce Investment Board 2011 WIA Plan are available at www.in.gov/dwd/2689.htm

1. General Information

- a. Describe your knowledge of the most significant workforce development challenges and opportunities that Region 8 will likely face in the next two years.
- b. Describe your organization's commitment to an integrated service delivery model in the WorkOne system. Explain how you will work with the Regional Operator, Regional WorkOne Coordinator, and local DWD management staff to continuously improve the integrated system. Include a description of how WIA service provider management staff will coordinate and cooperate with the Regional WorkOne Coordinator and the local WorkOne Managers who will provide functional supervision to service provider staff located in the WorkOne Centers and Express sites.
- c. Describe how your organization envisions its role and relationship with the Regional Operator and the South Central Region 8 Workforce Board.
- d. Demonstrate your knowledge in serving these populations by providing a description of the differences between the WIA requirements, customer expectations and the needs of adults, dislocated workers and youth. Describe your organization's ability to meet the specific needs of each population.
- e. Describe how your organization envisions the role of service provider management staff in an integrated system. The successful bidder will be required to maintain a local management office within Region 8 for formal county office staff supervision and day-to-day management. This office can be located in one of the WorkOne or WorkOne Express offices. Please identify by name and title the management staff that will be located within the region and describe their management authority and responsibilities.
- f. Describe how funds available to be spent directly on adult, dislocated worker and youth customers (i.e. supportive services, training costs, work experience wages, etc.) will be allocated to the county offices. Describe how these funds will be managed in an integrated system to ensure that targeted expenditure levels are met but not exceeded, and to ensure that these services remain available to clients throughout the program year.
- g. Describe the process that will be used for approval and payment of direct client expenditures in an integrated system, including an estimated length of time from the case manager decision to provide the financial assistance until the resulting invoice has been paid. Also describe procedures for making expedient "emergency" payments (i.e. immediate payments needed to reconnect or avoid disconnect of utilities, prevent eviction, etc.).

- h. The 3 full service WorkOne Centers in Region 8 are located in Bedford, Bloomington and Linton. Describe the similarities and differences in how services will be delivered in the Express sites vs. the WorkOne Centers. This section should provide a brief description about how services will be provided in each specific county and address at a minimum the following issues: the menu of services available, hours of operation, full-time or part-time staff, availability of partner services, and client flow. Also describe the similarities and differences of an integrated service delivery system in WorkOne Centers vs. Express sites.
- i. Describe your organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, Chambers of Commerce, etc. and participation of staff on boards and committees throughout the region.
- j. Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the state required case management reporting system. Additionally, provide an assurance that participant files will be maintained in accordance with Region 8 requirements and maintained in a secure location.

2. Adult and Dislocated Worker Services

- a. Describe how the availability of services to adults and dislocated workers will be marketed in all communities within the Region. Also describe how recruitment of these populations will be conducted.
- b. Describe the eligibility, assessment, case management, and counseling services that will be provided to adults and dislocated workers in an integrated system. Describe how co-enrollment between WIA Adult, Dislocated Worker, TAA, VETs and Wagner-Peyser programs will be achieved.
- c. Describe the core, intensive, training, and follow up services to be provided to these populations. Include a description of the process for an individual to move through each of these tiers of service. Also describe how it will be decided which individuals receive intensive and training services and which receive only core.
- d. Describe all services that will result in direct client expenditures (i.e. supportive services, ITAs, OJT, work experience, etc.) For each type of service, describe how it will be decided which customers receive that particular type of service and how the amount of financial assistance will be determined for each customer in an integrated system.
- e. Describe how rapid response services will be provided to customers in the event of a facility closure or large dislocation.

- f. Demonstrate knowledge of performance requirements for the adult and dislocated worker programs by describing how the programs will be managed in an integrated system to meet or exceed each of the applicable performance standards including the common measures. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Department of Workforce Development or the Regional Workforce Board.
- g. Describe how customer feedback will be collected and used to make continuous improvements to services.

3. Youth Services

- a. Describe how the availability of services to younger and older youth will be marketed to all communities within the Region. Also describe how recruitment of these populations will be conducted. Include a description of how the program design will make youth 19 years and older the primary focus of the program. At least 65% of enrollments must be older youth.
- b. A JAG program has been operating at Eastern Greene High School since 2007. Costs for this program are funded by Youth program funds to be contracted through this solicitation. The costs consist of salary and fringe benefits for a JAG teacher, supportive services and work experience wages. This program will continue in PY'12. Provide an assurance that you will assign staff and operate the Eastern Green High School JAG program in accordance with Regional Operator and Regional Workforce Board requirements.
- c. Describe the eligibility, objective assessment, individual service strategy development, case management, counseling, and follow up services that will be provided to youth. Indicate how youth will be prepared for post secondary education opportunities, as appropriate and how strong linkages will be developed between academic and occupational training. Also describe how youth will be prepared for unsubsidized employment opportunities and how youth will access information about the local labor market, in-demand occupations and employment opportunities within the region.
- d. Describe all services that will be provided in accordance with the 10 Program Elements required by WIA. All 10 required elements must be provided. the WIA legislation mandates that ten specific program elements must be included in the WIA Youth program design (these can be available by direct service provision, through partnerships with other organizations, or by referral to other organizations as appropriate):
 - 1) Tutoring and instruction leading to secondary school completion, including dropout prevention activities
 - 2) Alternative secondary school offerings

- 3) Summer employment opportunities, directly linked to academic and occupational learning activities
 - 4) Paid or unpaid work experiences, including internships
 - 5) Occupational skill training
 - 6) Leadership development opportunities
 - 7) Supportive services
 - 8) Comprehensive guidance and counseling
 - 9) Adult Mentoring
 - 10) Follow up services for a minimum of 12 months
- e. Describe all services that will result in direct client expenditures (i.e. supportive services, classroom training, work experience, etc.) For each type of service, describe how it will be decided which customers receive that particular type of service and how the amount of financial assistance received will be determined for each customer.
 - f. Demonstrate knowledge of performance requirements for the In-School and Out-of-School Youth programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards including the Common Measures. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Department of Workforce Development or the Regional Workforce Board.

C. Staffing Plan and Organizational Chart

Proposal Evaluation 10%

1. Staffing of the WIA program is one of the most critical aspects of ensuring program quality. Please describe your proposed staffing plan for the WIA programs in Region 8. Your proposal should address staffing only for WIA in Region 8.
 - a. While staffing/hiring decisions will be the responsibility of the service provider, the proposal should identify the qualifications of the staff that will be involved in delivering services in Economic Growth Region 8. Include brief position descriptions with position titles.
 - b. Your staffing plan should specify staffing levels and position titles by county in the Region 8. The South Central Region 8 Workforce Board is committed to operating WorkOne full service offices in Bloomington, Bedford and Linton. WorkOne Express offices shall be operated in Owen, Brown, Daviess, Martin and Orange Counties.
 - c. If the staff is to be hired at a later date, include the minimum qualifications required for selection of staff, and include a description of how qualified staff will be selected.

- d. Identify key management staff by name with a summary of their credentials and brief resume of qualifications, and a brief description of their duties and responsibilities. It is anticipated that the proposal will include a position for a full-time Director who will oversee implementation of all services related to the organization's contract(s) with the South Central Region 8 Workforce Board.

2. Organizational Chart(s)

- a. Include an organizational chart(s) that illustrates the structure of the staff to be used in support of the proposed programs. The chart should clearly display the number of staff planned for each county along with position titles.
- b. The chart should also display the management staff located within Region 8 and those located outside Region 8. Identify by name the key management staff specified in the staffing plan from section 1 above.
- c. The organizational chart should list the percentage of time for each staff position that is anticipated to be spent on Region 8 activities.

D. Partnerships and Coordination Proposal Evaluation 10%

1. Partnerships and coordination of services with other organizations are one of the keys to success in the delivery of WIA services.
 - a. Describe past success in developing effective working relationships with partner organizations. Include at a minimum local DWD staff and programs, Adult Education Providers, Vocational Rehabilitation, and Senior Community Service Employment Programs.
 - b. Describe past experience with an integrated service delivery model, functional supervision, information sharing, case management of co-enrolled clients, cross training of staff, rapid response activities, services to TAA clients, or other activities conducted in close coordination with local DWD staff.
 - c. Describe how key management staff will work in cooperation with the Regional Operator, the Regional WorkOne Coordinator, and local WorkOne Managers to ensure coordinated management and integration of WorkOne staff and services.
 - d. Describe how service delivery staff will work with WorkOne partner staff to achieve an integrated system where customer service and performance are high priorities.
 - e. Include letters from key partners you plan to collaborate with. Bidders should only include key partners such as community based organizations or partner programs. Do not include supportive service vendors.

- f. If your organization is not presently a service provider in Region 8, describe how you will work with the Regional Operator and the current service provider prior to July 1, 2012 to prepare for an efficient transition of files and customer caseloads. Please include a timeline that details the transition steps to be taken (i.e. staff hired, policies developed, etc.) and the anticipated completion date for each transitional activity.

E. Financial Management and Budget Proposal Evaluation 20%

1. The bidder should complete PY'12 and PY'13 budgets on the included Attachment B. Please do not deviate from the budget format provided. Consistency will allow the reviewers to compare the proposed budgets.
 - a. As stated previously in the RFP, we are planning to award approximately \$2,000,000 for Adult, Dislocated Worker and Youth programs in Region 8 each program year. The final amounts will vary based on final allocations to Region 8 from DWD.
 - b. For the purpose of this bid, the Board is interested in the planned amounts for management of service provider staff, overhead costs and the amount planned for direct client costs. A higher percentage of costs planned for WIA clients will result in a higher score on this section of the proposal. Bidders should plan on providing services in each county through a county office.
 - c. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of the accountability of the organization in this section and provide one copy of their most recent audit report with the bid package. The audit is not part of your proposal.
 - d. Please attach monitoring reports for the past two years and include resolution letters.
 - e. If WIA costs you incurred in Region 8 were subsequently disallowed as a result of audit or monitoring, does your organization have the capability to repay these funds? From what source?
 - f. A one-page budget narrative should be attached that describes the allocation of funds amongst overhead, management and direct client costs and the philosophy of the bidder with respect to minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget.

2. Definitions for Attachment B

- a. County Office Overhead includes all costs associated with county staff salaries, fringe benefits, rent, equipment, travel, staff training, supplies and all other non-client county costs. These costs are broken out by Adult, Dislocated Worker and Youth programs.
- b. Management Overhead includes all costs associated with management staffing within the region and located outside the region. These costs include salaries, fringe benefits, rent, equipment, travel, staff training, supplies, accounting, audit, monitoring and all other management costs not associated with direct service to clients. These costs are broken out by Adult, Dislocated Worker and Youth programs.
- c. Direct Client Costs are those costs that directly benefit WIA clients. These costs are broken out by Adult, Dislocated Worker and Youth Programs. Such costs include supportive services, tuition, supplies, books, work experience wages, on the job training, and any other cost that directly benefits the WIA customer not included in the other definitions above. No staff costs may be included in the direct client costs.
- d. Totals Each column should be totaled. The percentage column-showing costs by overhead vs. direct client costs should total 100% at the bottom. The county office overhead percentage is the first number. Enter the Direct Client Cost percentage. Now enter the Management Overhead Cost percentage. The total overall percentage should be entered as Overhead/Client for example: 60% Overhead/40% Direct Client Cost. To obtain the total overhead percentage, add Management Overhead and County Overhead percentages.

PROPOSAL COVER SHEET

Organization's Legal Name			
Contact Person:			
Address			
Telephone		Fax	
E-mail		Cell	
Federal ID #			
Number of years potential bidder has been in business under the corporate / business structure submitting the response to this request for proposals			
Total Amount of Funds Available		PY 12	PY 13
	WIA Adult Funds	\$ 620,000	\$ 620,000
	WIA Dis. Wkr. Funds	\$ 540,000	\$ 540,000
	WIA Youth Funds	\$ 840,000	\$ 840,000
	Total	\$ 2,000,000	\$ 2,000,000
Grand Total (PY 12 and PY 13) \$ 4,000,000			
Total Number of Clients to be Served	Planned # PY 12		
	Adult		Cost Per Part.
	Dis. Wkr.		Cost Per Part.
	Youth		Cost Per Part.
	Planned # PY 13		
	Adult		Cost Per Part.
	Dis. Wkr.		Cost Per Part.
	Youth		Cost Per Part.
	Signature: _____		
Print Name: _____			

Check all applicable boxes:

For Profit Corporation		Sole Proprietorship	
Not-for-profit Corporation		Faith-Based Organization	
Partnership		State Agency	
Educational Institution		Labor Organization	
Business Association		Community Based Organization	
Other Public Agency (Specify)		Other	

Attachment B, PY'12 Budget

Program Year 2012 Budget	Adult	Dislocated Worker	Youth	Percent of Budget Overhead/Direct Client Cost
County Office Overhead Cost				
Direct Client Cost				
Management Overhead Cost				
Totals	\$ 620,000	\$ 540,000	\$ 840,000	\$2,000,000

Attachment B, PY'13 Budget

Program Year 2010 Budget	Adult	Dislocated Worker	Youth	Percent of Budget Overhead/Direct Client Cost
County Office Overhead Cost				
Direct Client Cost				
Management Overhead Cost				
Totals	\$ 620,000	\$ 540,000	\$ 840,000	\$2,000,000

Planned Service Levels

Adult

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 12	PY 13	PY 12	PY 13	PY 12	PY 13
Adults						

Dislocated Worker

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 12	PY 13	PY 12	PY 13	PY 12	PY 13
Dislocated Workers						

Youth

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 12	PY 13	PY 12	PY 13	PY 12	PY 13
Younger Youth						
Older Youth						
In-School Youth						
Out-of School Youth						
Total Youth						

Note: The total of Younger and Older Youth will be the same as the total of In-School and Out-of-School Youth.

Attachment D

Non-Collusion Affidavit

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Region 8 Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this day ____ day of _____

Notary Public

County of

Commission Expiration Date

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Boards, Regional Workforce Boards and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies and understands that:

Workforce Investment Act (WIA) recipients are obligated to maintain the following assurance for the period during which WIA Title I financial assistance is extended as stated in 29 CFR 37.21. Each request for proposal, proposal and application for financial assistance under WIA Title I shall contain the following assurances as required by 29 CFR 37.20.

“As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.”

The recipient also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the recipients operation of the WIA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

<p>Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29</p>
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CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Nondiscrimination: The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIA of 1998 including Title I, Sec. 184 (f) and Sec. 188 (a); 20 CFR 667.266 (a) and 45 CFR 80 and 84.

Conflict of Interest: The undersigned applicant certifies that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Board of Directors, or an employee of the Board;
- (2) No manager or paid consultant of the Proposer is married to a member of the Board of Directors, or an employee of the Board;
- (3) No member of the Board of Directors, or an employee of the Board owns or has any control in the Proposer's organization;
- (4) No spouse of a member of the Board of Directors, or employee of the Board receives compensation from Proposer for lobbying activities;
- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;

- (6) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

Lobbying: This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned applicant certifies that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) In connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (3) If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

Drug-Free Workplace: This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that it shall provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (c) Providing each employee with a copy of the Contractor's policy statement;
- (d) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (e) Notifying the Commission within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,
- (f) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

WIA Sec. 184 (f): Discrimination Against Participants: -- If the Secretary determines that any recipient under WIA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

WIA Sec. 188 (a):

(1) Federal financial assistance. -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation

Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

(2) Prohibition of discrimination regarding participation, benefits, and employment.

-- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

(3) Prohibition on assistance for facilities for sectarian instruction or religious worship.

-- Participants shall not be employed under WIA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).

(4) Prohibition on discrimination on basis of participant status.

-- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

(5) Prohibition on discrimination against certain non-citizens.

-- Participation in programs and activities or receiving funds under WIA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

20 CFR §667.266 (a): WIA Title I funds may not be spent on the employment or training of participants in sectarian activities.

Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIA Title I-financially assisted program or activity. The applicant understands that the United States, Indiana Department of Workforce Development, and the Board have the right to seek judicial enforcement of this assurance. NOTE: WIA non-discrimination regulations are published at 29 CFR 37.

Documentation of Financial Stability: The undersigned applicant certifies that it shall comply with the Indiana Department of Workforce Development with regard to providing documentation of financial stability. As part of their local application requirements, the Board is to specify its local protocol for documentation and submission requirements.

Reporting Requirements: The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Investment Act of 1998 and the reporting and procedural requirements issued by the Indiana Department of Workforce Development.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude the Board from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to the Board by the applicant causes harm to a third party, then applicant will be held liable for any Board action resulting from reliance on that information.

The applicant must notify the Board in writing if the authorized signatory changes.

Certified by:

_____ Signature of Authorized Official	_____ Title
_____ Typed/Printed Name of Signatory	
_____ Name of Organization	

Attachment F

South Central Region 8 Workforce Board, Inc.

Workforce Investment Act Program Funds for Bid Preparation

Adult 17.258	Youth 17.259	Dislocated Worker 17.278	Total
\$ 620,000	\$ 840,000	\$ 540,000	\$ 2,000,000

Bidders should use the above funding by program when preparing the budget planning section. The South Central Region 8 Workforce Board, Inc. will retain all administrative funds. Program funds will include available carry-in from the prior program year and PY'12 available program funds. Bidders should use the same amounts for PY'12 and PY'13 since the available allocations are not known at this time.